



St Thomas More Catholic Primary School - Absence Ladder of Intervention

Key principles

- All absence will be recorded appropriately according to the [DfE school attendance guide](#)
- Parents will be kept informed about the school strategy for promoting attendance and managing absence eg responsibility of parents to report first day absence.
- Data will be analysed by Attendance Lead (with support from Attendance Admin and Attendance Governor) and this data will be used to target pupils and their families for intervention and support
- Staff will make arrangements for those returning from periods of absence, including personalised reintegration packages, if appropriate (see attendance policy)
- Named Governor for attendance, (or FGB through HT report), will be kept informed about attendance data and interventions, and will challenge the school re impact and strategies
- The head teacher/attendance lead absence will be notified immediately of any pupils with potential long-term absence (eg illness)
- The head teacher/designated safeguarding lead will be notified immediately of any absence relating to pupils for whom there are safeguarding concerns

% Absence	Intervention		
	Who?	Authorised Absence	Unauthorised Absence
more than 0, up to and including 4%	Attendance Officer	Monitor absence	Investigate and challenge the reasons for any unauthorised absence –normally a phone call to parents
	Attendance Lead	Use whole school /individual strategies to promote attendance – see EEI guide to promoting attendance	
	Class teacher		
	Head teacher		
more than 4%, up to and including 6%	Attendance Officer	Monitor absence	- Investigate and challenge the reasons for any unauthorised absence – normally a phone call to parents - Share attendance summaries with the Attendance Lead weekly - Inform parents in writing that a specific number of sessions have been missed and that future absences could result in an attendance meeting in school.
	Attendance Lead	Shares list of pupils with key staff for monitoring	- Shares list of pupils with key staff for monitoring - Contacts parent, normally by telephone to highlight the concern of absence and discuss the expectation of improving attendance. - Consider whether a home visit would be beneficial to gather more information and plan for possible wider family support. - Arranges a home visit if appropriate.
	Class teacher	- Welcomes each child back to school following any absence - Makes arrangements to support pupils returning from periods of absence including help to catch up with any curriculum areas missed.	
	Head teacher	Maintains overview of absence rates	
more than 6%, up to and including 10% (from September 2015 Persistent Absence rate=10%)	Attendance Officer	- Monitor absence - Identify any recurring patterns of absence and shares any concerns with Attendance Lead, e.g. same day absences, same day sibling absence	- Investigate and challenge the reasons for any unauthorised absence - normally a phone call to parents - Invite parents into school by letter to discuss reasons for absence and strategies to improve attendance - Include a paragraph in the letter that warns parents of the possible legal consequences of poor school attendance. (see EEI guidance to managing absence)
	Attendance Lead	- Decide whether a conversation is needed with parent. e.g. should absence due to illness continue, medical evidence may be required in order to continue to authorise. - Reminds parents that it is only a head teacher that can authorise an absence.	- Offers a home visit to gather information and plan strategies to improve attendance.eg referral to other agencies. - Coordinates a meeting in school with parents to discuss absence and plan strategies to improve attendance e.g. CAF, mentoring, parenting help etc. - Ensures that any pupil with 10+ days of unauthorised absence is reported to the LA using the template on schoolsnet
		Arranges a ‘welcome back to school’ conversation with any pupil who has missed 10 consecutive sessions. (template)	
	Class Teacher	Implements strategies to improve attendance as planned	Is part of a meeting with parents to discuss reasons for absence. Implements strategies to improve attendance as planned
		- Makes arrangements to support pupils returning from periods if absence including help to catch up with any curriculum areas missed. - Welcomes each child back to school following any absence	
	Head Teacher	.Decides whether they need to be part of a conversation with parents.	- Ensures that any pupil with 10+ days of unauthorised absence is reported to the LA using the template on schoolsnet - Considers leading a meeting in school with parents to improve attendance.
more than 10%, up to and including 15%	Attendance Officer	- Monitors absence - Identifies any recurring patterns of absence and shares any concerns with Attendance Lead	- Investigates and challenge the reasons for any unauthorised absence - normally a phone call - Invites parents in writing to school for an Attendance Improvement Meeting (see EEI guidance to managing absence)
	Attendance Lead	Offers meeting to parents to discuss ongoing reasons for absence and sets a review date to monitor. Discusses if ongoing absence will continue to be authorised	Coordinates a formal Attendance Improvement Meeting in school setting targets and a review date. (see EEI guidance to managing absence)
		Arranges a ‘welcome back to school’ conversation with any pupil who has missed 10 consecutive sessions. (template)	
	Class Teacher	Is available to be part of a meeting to discuss ongoing absence.	Involved in Attendance Improvement Meeting in school.
	Head Teacher	Is available to be part of a meeting to discuss ongoing absence ,	Leads the Attendance Improvement Meeting in school.



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more than 15%, up to and including 20%	Attendance Admin	Ensures that reasons for absences are known by attendance lead and any review dates are monitored.	Invites parents in writing to Attendance Improvement review meeting
	Attendance Lead	Offers meeting to parents to discuss ongoing reasons for absence and sets a review date to monitor. Discusses if ongoing absence will continue to be authorised	- Coordinates review meeting in school with parents. - Decides future plan depending on outcome of review. - Continue to monitor and support if appropriate - Refer to EE&I Team for legal intervention if appropriate
		Arranges a 'welcome back to school' conversation with any pupil who has missed 10 consecutive sessions. (template)	
	Class Teacher	Is available to be part of a meeting to discuss ongoing absence.	Involved in Review Meeting in school.
	Head Teacher	Is available to be part of a meeting to discuss ongoing absence.	Leads the Review Meeting in school
more than 20%,	Attendance Admin	This level of absence will involve ongoing intensive case work and will include all of the above interventions and strategies. All interventions and outcomes are monitored at regular intervals. The Inclusion Adviser for the school can provide advice and guidance at any stage.	
	Attendance Lead		
	Class Teacher		
	Head Teacher		

